



**County of Los Angeles  
INTERNAL SERVICES DEPARTMENT**

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**DAVE CHITTENDEN**  
Chief Deputy Director

*"To enrich lives through effective and caring service"*

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September 8, 2016

To: Supervisor Hilda L. Solis, Chair  
Supervisor Mark Ridley-Thomas  
Supervisor Sheila Kuehl  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: Dave Chittenden  
Chief Deputy Director

A handwritten signature in black ink, appearing to read "D. Chittenden", is written over the printed name and title.

**INTENT TO AMEND INFORMATION TECHNOLOGY SUPPORT SERVICES MASTER AGREEMENT (ITSSMA) WORK ORDER FOR DEPARTMENT OF PUBLIC HEALTH (DPH) ACTIVE DIRECTORY ASSESSMENT & MIGRATION**

This is to advise you of the Internal Services Department's (ISD) intent to amend a current ITSSMA Work Order (Number 7G-3263) with K-Micro, Inc., dba Corplnfo Services, which will increase the Work Order amount from \$299,000 to a maximum amount of \$474,000.

This increase will provide funds to complete all tasks in the Active Directory (AD) migration of DPH to ISD and meet DPH's accelerated migration schedule. All other terms and conditions, including the hourly rates for the consultants, will remain the same.

**BACKGROUND**

On May 25, 2016, ISD awarded the above referenced Work Order, through a competitive solicitation, to migrate DPH's AD environment to ISD's enterprise AD. As the project progressed, the introduction of complexity due to new ORCHID (Electronic Health Record System) requirements, accelerated the pace.

The consultants worked more hours than expected during the first few months of the engagement in order to meet the additional requirements and critical timelines, and there is now a need to augment funding to complete the project.

**SCOPE OF WORK**

Under the direction of ISD's Information Technology Service, the scope of work to move DPH to ISD's AD environment includes:

- Identify user and computer objects to be migrated
- Consolidate GPOs (group policies) and create in ISD's AD
- Build and test migration process/tool
- Conduct Pre-pilot with IT staff
- Conduct Pilot at one DPH location
- Migrate all groups, users, workstations, application servers, appliances, file servers, domain controllers, and print servers (on an accelerated schedule proposed by our customer, DPH).

### **JUSTIFICATION**

Due to the accelerated migration schedule requested by DPH, ISD was required to increase the hours of the consultants to effectively accomplish this migration. The accelerated schedule is due to the need to synchronize the AD migration with the ORCHID deployment at each DPH clinic.

### **FISCAL IMPACT**

DPH will fund the \$175,000 in their FY2016-17 budget to complete the Work Order Amendment.

### **NOTIFICATION TIMELINE**

Consistent with ITSSMA policies and procedures, we are informing your Board of our intent to proceed with this work order. If no objection is received from your Board in 10 business days upon receipt of this Board notification, ISD will proceed with this Work Order Amendment according to County policy.

If you have any questions or require additional information, please call me at (323) 267-2103, via email at [dchittenden@isd.lacounty.gov](mailto:dchittenden@isd.lacounty.gov) or your staff, may contact Dave Wesolik of ISD's Information Technology Services at (562) 940-2901, via email at [dwesolik@isd.lacounty.gov](mailto:dwesolik@isd.lacounty.gov).

DC:DW:st

c:     Executive Office, Board of Supervisors  
       County Counsel  
       Chief Executive Office